Study Success Guide

For students & their families

2025

study work grow

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A guide for secondary, tertiary, and returning students to assist with building good study habits, suggested techniques, and useful tools. Created by Study Work Grow Pty Ltd in 2025.

EDITION 1 | VERSION 1

The information in this guide is intended as general guidance only to assist with forming effective and healthy study habits. We recommend that you always speak to your education institution to verify details about the amount and level of study expected and follow their directions and programs.

In this guide...

What is study?

Study is about more than just good grades - it's a chance to build skills and habits that set you up for success throughout life. Whether you're in high school, starting university, or returning to study later in life, how you approach your studies can shape your future pathways.

When you learn to study effectively, you might find there are benefits you didn't expect, including:

INCREASED CONFIDENCE

Understanding your abilities and knowing you can tackle challenges and achieve your goals provides a confidence boost that can carry over into other areas of life.

BUILD LIFE SKILLS

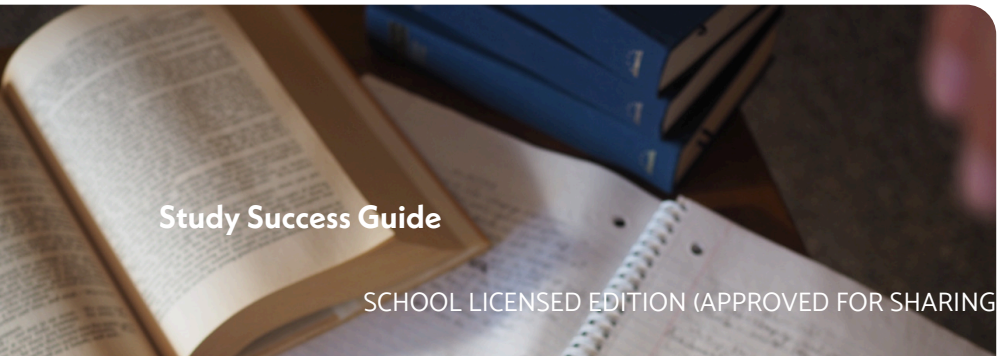
Effective study habits help you develop practical skills like time management, perseverance, flexibility, and adaptability. These skills are valuable not just for learning, but for work and everyday life too.

ACADEMIC IMPROVEMENT

Good study habits naturally lead to stronger academic performance. You'll improve not just your results, but your problem-solving, critical thinking, and analysis skills as well.

FUTURE-PROOF YOURSELF

Most importantly, all of the benefits above can broaden your future opportunities, including pathways you haven't even thought of yet.



YOUR MINDSET MATTERS

You don't need to be perfect to study effectively - just intentional and consistent.

Make the best use of your study time.

Focus on building habits that work for you.

Do little bits regularly with a clear purpose in mind.

BEFORE YOU GO ANY FURTHER...

Take a moment to stop now and reflect on a couple of important questions. Write down your reasons so you can come back to them later if your motivation dips.

WHY ARE YOU READING THIS GUIDE?

Think about your motivations for reading this guide. Do you want to improve your results or feel more confident about managing your workload? Are you hoping to change your mindset, habits, or future opportunities?

WHAT'S WORKING AND WHAT'S NOT?

Think about the study habits, routines, or strategies you already use effectively. Now consider where you're struggling - is it time management, motivation, organisation, or something else? Knowing this can help you focus on what matters most.

How much should you be studying?

Sadly there is no magic formula or research that will tell you exactly how much you need to study, but there are a lot of factors that can help you figure it out.

Everybody is different, so even two people who are studying the same course at the same level at the same institution will have different study requirements. You'll might also find that these influencing factors change over time, and that's normal too.

Internal factors

Internal factors generally refer to things that are personal to you, like your age and ability, as well as your goals and aspirations. Often you have little control over these factors, so you'll need to manage your studies around them. Here are a few internal factors to consider:

AGE AND LEARNING STAGE

Primary students generally need less formal study time compared to secondary and tertiary students, whose workloads and expectations are usually higher.

Different levels of education (standard vs extension subjects, undergraduate vs postgraduate study, for example) also often require different amounts of independent study time.

HEALTH MANAGEMENT

Ongoing medical needs or managing a chronic health condition (both physical and mental) can reduce your energy levels or take time away from study.

ABILITIES

If you grasp new concepts quickly, you might not need as much time to review than if you find certain subjects challenging.

FUTURE GOALS

If you're aiming for a competitive or in-demand future course, career, or other pathway, you may need to invest more time to achieve the results required.

MENTAL WELLBEING

Prioritising rest, downtime, and managing stress can affect how much time you can commit to your studies.

External factors

External factors refer to things such as your environment, other commitments, and the people around you. You usually (but not always) have greater control over these compared to internal factors, and can sometimes adjust them to prioritise your studies. Here are some external factors that you might need to consider:

WORK

Balancing a job with study can reduce the amount of time you have for homework, revision, and independent learning.

EXTRA-CURRICULAR COMMITMENTS

Regular training, competitions, rehearsals, or performances require extra time and energy outside of your studies.

FAMILY OR CARER RESPONSIBILITIES

Looking after younger siblings, elderly family members, or supporting someone with additional needs can impact your studies.

TRAVEL TIME

Long commutes to and from school, work, or other activities and commitments can take up some of your study time.

SOCIAL AND COMMUNITY COMMITMENTS

Volunteering, religious commitments, or involvement in other social clubs and activities can affect your schedule.

UNEXPECTED LIFE EVENTS

Family emergencies, changes in living arrangements, or other personal events can also affect the time you can dedicate to study.

Is my current time working for me?

Use these simple steps to reflect on whether you're currently spending the right amount of time studying each week.

Are your grades or results where you want them to be?

NO → You may need to increase your study time to focus on improving weak areas.

YES

Do you feel confident with the material before moving on?

NO → Consider spending extra time reviewing and practising until you feel more secure.

YES

Does your current schedule feel manageable?

NO → You might be spending too much time studying or on other non-essential commitments.

YES

Great! Maintain your current routine and check in with your educator to make sure you're on track. If things start to become stressful or your circumstances change, review these steps again and make adjustments as needed.

Creating your study schedule

Having a study schedule isn't about filling every spare minute with work, it's about balancing your time effectively. A well-planned schedule helps you stay organised, reduces last-minute stress, and makes it easier to manage competing priorities like work, hobbies, family, or health.

Taking the time to plan (and regularly reassess) your study schedule means you can adjust it when things change - whether that's a busy exam period, unexpected life events, or simply recognising when you need more rest. Plus it helps you stay on track and gives you a clearer sense of control over your learning.

ADJUST YOUR EFFORT AS NEEDED

Think of your study time like a training program - instead of going full speed all year, adjust your effort depending on your workload, goals, and other life commitments.

1. **BASELINE**
   This should be the majority of your academic year. Your baseline study habits will keep you on track with your classes as well as your homework, and ensure you understand each concept before moving on. This should feel challenging but sustainable.

2. **RAMP UP**
   Gradually increase your study intensity as you approach big exam periods or major assessment times. Add more hours into your study schedule, knowing it's only for a limited time.

3. **TAPER**
   In the days before your exams start, consider tapering off a little, so you can be at your best on exam day. You should have done all the work by this point, so focus on getting enough sleep and eating the right foods, and most of your study should be reviewing your notes.

4. **RECOVERY**
   After your exams are over, and your assessments have been handed in, plan to spend some time recovering so you're ready for the next phase. Some light study or reading is ok, as long as you have the energy. Just don't forget to go back to baseline effort when you've recovered.

Examples of study schedules

Use these sample schedules as a guide to plan your own customised study schedule.

SENIOR HIGH SCHOOL STUDENT

ASSESSMENT PERIODS

- 1-2 hours per day during the week
- 3-4 hours across the weekend
- Focus: Targeted revision, assessment work, exam preparation

REGULAR WEEKS

- Up to 1 hour per day during the week
- 2-3 hours across the weekend
- Focus: Homework, general revision, staying organised

FIRST YEAR FULL-TIME UNIVERSITY STUDENT

ASSESSMENT PERIODS

- 3-4 hours per subject each day
- 5+ hours across the weekend
- Focus: Targeted revision and research, assessment work, exam preparation

REGULAR WEEKS

- 1-2 hours per subject each day
- 1-2 hours across the weekend
- Focus: Practise tasks, general revision and preparation, staying organised

MATURE-AGE PART-TIME UNIVERSITY STUDENT

ASSESSMENT PERIODS

- 1-2 hours, 3-4 nights per week
- 2-4 hours on weekends if possible
- Focus: Urgent assessment work, targeted revision and preparation

REGULAR WEEKS

- 30-60 mins, 3-4 nights per week
- Keep sessions short and focused
- Focus: General revision and preparation, staying organised

Building good study habits

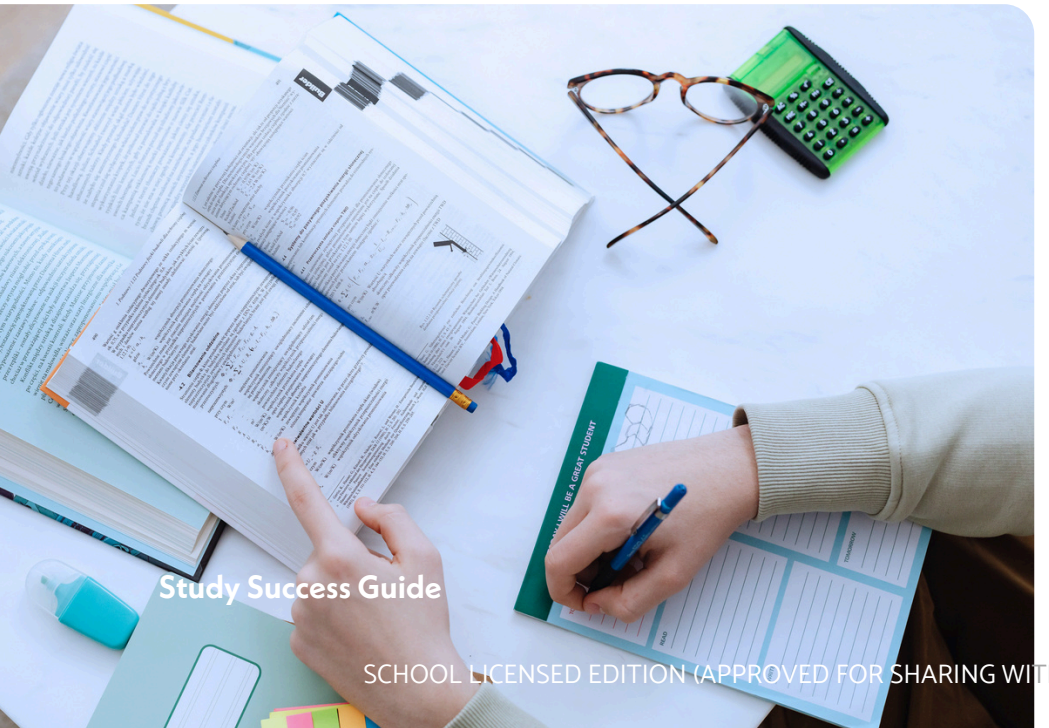
Study habits are the practical routines and behaviours you build over time to support your learning. They're different from study techniques, which refer to how you take in and retain information - we'll explore these later. But no matter how you learn, good habits are more important for long-term success.

To build sustainable study habits, it's important to first recognise what's already working for you. Reflect on the routines, strategies, and environments that help you stay focused and make progress - these are the foundations you can strengthen.

GOOD STUDY HABITS

Just like study techniques, the study habits that work best will vary from person to person. As a general rule, good study habits can include things like:

- Having a suitable study space
- Setting goals for your study
- Eliminating distractions during study
- Rewarding yourself for your successes
- Sticking to your study schedule
- Taking breaks when needed
- Avoiding cramming
- Reviewing your habits regularly
- Keeping your notes organised
- Asking for help when needed
- Joining study groups
- Knowing your learning style
- Focusing on quality over quantity
- Using tools to support your learning



Balancing study and life

Maintaining balance between study and life is important for staying motivated, healthy, and focused. Without balance, it can be easy to slip into unhealthy habits like overworking, procrastinating, or burning out.

Taking a balanced approach allows you to make steady progress while still leaving time for the things that keep you energised and happy.

SIGNS OF BURNOUT

Too much of anything can lead to burnout, but what does that look like? Keep an eye out for any of these signs:

- Feeling constantly tired or run down
- A lack of motivation
- Having trouble concentrating
- Increased stress or anxiety
- Neglecting friends, family, and personal hygiene
- Unexplained headaches
- Not enjoying things that usually make you happy

If study starts to feel exhausting rather than productive, it's probably a sign you need to step back and re-evaluate. The best thing to do is talk to someone, prioritise your health, and reflect on your current schedule and commitments.

Maintaining balance

Whether you're planning a new study schedule or updating an old one, it's always important to try and maintain balance. Here are some tips to help:

START SMALL

Think progress, not perfection. Big leaps forward sound impressive, but it's often little, consistent changes that make the biggest difference over time.

Focus on building small positive habits that stack up gradually. Breaking larger goals down into milestones can help too.

CREATE THE RIGHT ENVIRONMENT

Your environment plays a big role in how effectively you study, so find or set up a space that works for you. If needed, establish clear boundaries to keep your space free from distractions.

DON'T OVERCOMMIT

It sounds simple, but it's not always easy! Use a planner to map out your day or week - don't forget to include time for relaxation too.

PRIORITISE YOURSELF

Rest, good nutrition, movement, and hydration all support better concentration and energy for study.

And when your work is done for the day, allow yourself to fully disconnect and relax guilt-free.

REVIEW AND REFLECT

Check in with yourself often to ask, "Is this routine still working for me? Do I need to adjust my time, expectations, or priorities?"

Set reminders to review often or ask an ally to prompt you if necessary.

STAY CONNECTED

No matter how important your studies seem, maintaining your social connections, hobbies, and interests are crucial as well.

Cluster-based study approaches

Certain study approaches can be more effective depending on your strengths and preferences. We've found some approaches that might be more suitable for each Cadi Cluster.

Don't know your Cluster yet? You can take the free online Cadi Cluster Quiz to find out.

Makers

Hands-on practice, building projects, or applying theory to real-world tasks can reinforce your learning through action.

Innovators

Use diagrams, analogies, and mind maps to make sense of complex ideas in creative, visual ways that support deeper understanding.

Coordinators

Organise your study with structured routines and clear timelines to stay focused, manage time well, and reduce stress.

Informers

Deep reading, careful note-taking, and regularly testing your knowledge through quizzes can strengthen your accuracy and retention.

Guardians

Helping others understand concepts or creating explainer videos can consolidate your own knowledge through teaching.

Linkers

Study groups and peer discussions can help you stay motivated, share ideas, and clarify your thinking through conversation.

Types of study

Not all study is the same, and different types of study serve different purposes, from building new knowledge to strengthening what you've already learned.

A well-rounded study plan should include all types - you don't have to use them all in every single session, but rotating between them keeps your learning active, balanced, and purposeful.

REVISION

Revision involves going back over previous material to ensure you understand and remember it. You might summarise key information, create flashcards, or re-read texts.

Regular revision helps move information from short- to long-term memory, making it easier to recall.

KNOWLEDGE BUILDING

Knowledge building is about going beyond the basics to deepen your understanding of a topic. It can include exploring related ideas and making connections, asking deeper questions, or discussing ideas with others.

It strengthens critical thinking and helps you apply knowledge in varied contexts.

PREPARATION

Preparation ensures you're ready to learn new material. It can involve researching a new topic ahead of time and taking initial notes, or creating an outline of upcoming topics.

Preparation can help you feel more confident and ready to engage when new concepts are introduced.

PRACTISE

Practise turns knowledge into skill. It involves answering questions, writing essays, solving problems, or engaging in hands-on activities.

Practise helps identify gaps in understanding, improves performance under pressure, and builds confidence through feedback.

Study techniques

- Time management
  - Pomodoro technique
  - Eat the frog
  - The Eisenhower Matrix
- Learning and memory
  - Active recall
  - Spaced repetition
  - Interleaved practise
  - Feynman technique
- Reading and comprehension
  - Active reading
  - SQ3R
- Note-taking
  - Cornell method
  - Mind mapping

We've gathered a variety of different techniques you might like to incorporate into your study routine.

Pomodoro technique

The Pomodoro technique is a simple time-management method that helps you stay focused and avoid burnout.

It uses a timer to divide your work into blocks of focused study, known as “Pomodoros”, followed by short breaks.

HOW IT WORKS

Set a timer for 25 minutes and focus on one task with no distractions. After the timer goes off, take a 5-minute break. After four Pomodoros, take a longer break (15-30 minutes). Repeat the process as many times as necessary.

WHEN TO USE IT

This technique works well during revision or practice sessions, but can be used for any type of study. Its main focus is on making the best use of your time and avoiding distractions and overworking.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You’re easily distracted while studying
- You become overwhelmed by large tasks
- You benefit from having clear structure and boundaries
- You want to avoid burnout during long study sessions

Eat the frog

Eat the frog is a time management technique that involves tackling your most challenging, important, or unpleasant task first thing in the day.

The name comes from a quote often attributed to Mark Twain: "If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."

HOW IT WORKS

Identify your most important or challenging task the night before or first thing in the morning, then tackle it immediately without checking your phone or engaging in other activities that might drain your mental resources.

WHEN TO USE IT

This technique typically works best when used for revision and practice. It can help when preparing for exams, studying subjects you find particularly challenging, or have an important deadline fast approaching.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You often procrastinate on important but difficult tasks
- You're naturally more alert and focused in the morning
- You become overwhelmed by multiple competing priorities
- You have limited time to study each day

The Eisenhower Matrix

The Eisenhower Matrix is a time management and decision-making tool that categorises tasks into four quadrants based on two criteria: urgency and importance.

It can help you prioritise tasks by distinguishing between what feels pressing and what actually matters for your long-term goals.

HOW IT WORKS

Divide your page into a 2 x 2 grid. Label the left column “urgent” and the right column “not urgent” - label the top row “important” and the bottom row “not important”. Place tasks into each box based on their urgency and importance.

WHEN TO USE IT

The Eisenhower Matrix can be used to organise any kind of upcoming study or tasks. It’s especially useful during stressful periods like exam season, or helping to juggle study, extracurricular activities, and personal commitments.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You need help prioritising tasks
- You’re motivated by efficiency and clear frameworks for decision-making
- You want to ensure your efforts align with your priorities
- You tend to confuse being busy with being productive

Active recall

Active recall is the practice of retrieving information from memory, forcing your brain to recall facts or concepts without looking at your notes.

It's a proven study technique that helps strengthen memory by actively testing what you know rather than just re-reading notes.

HOW IT WORKS

Test your knowledge on a topic by asking yourself questions, writing down everything you remember, or taking a practise test. If you find any gaps in your knowledge, this gives you an idea of what you need to focus on.

WHEN TO USE IT

Active recall typically works best during revision and practice sessions. You could use it to prepare for exams by memorising key facts or strengthen your understanding in areas you're struggling with.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You want to improve your knowledge retention
- You need to memorise information long-term
- You're looking to highlight any gaps in your understanding
- You prefer a more involved or hands-on approach to study

Spaced repetition

Spaced repetition is a learning technique that involves reviewing information at increasing intervals over time, rather than cramming everything into a single study session.

It's based on the psychological principle that we forget information predictably over time, but each time we successfully recall something, we remember it for longer periods.

HOW IT WORKS

When you first learn something, review it the next day, then three days later, then a week later, then two weeks later, and so on. Each successful recall strengthens the memory and extends the interval before the next review.

WHEN TO USE IT

This method is ideal to use for both revision and practise sessions. It's particularly effective for memorising factual information that needs to be retained long-term, such as for a future exam or in a professional context.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You can commit to regular review sessions over time
- You prefer structured, measurable approaches to learning
- You need to retain information for long-term use
- You struggle with traditional "cramming" methods

Interleaved practise

Interleaved practise is a study technique where you mix different topics or concepts in a single study session to improve your understanding and recall.

Unlike focusing on one topic at a time (called blocking), interleaved practise creates what researchers call “desirable difficulty” - it might feel harder during study but ultimately leads to stronger, more flexible learning.

HOW IT WORKS

When planning your study sessions, include multiple topics or concepts and switch between them. Your brain must work harder to use the right approach each time, strengthening the neural pathways and improving your ability to retain and transfer knowledge.

WHEN TO USE IT

This technique is useful for revision, practice, and knowledge building. It’s most effective when learning skills or concepts that could potentially be confused with each other, or when learning to identify different categories within a single subject.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You prefer variety in your study sessions over repetitive practice
- You’re motivated by challenge and aren’t easily discouraged
- You struggle to focus on a single topic over a long session
- You want to develop deeper connection and understanding between topics

Feynman technique

The Feynman technique involves explaining complex concepts in simple terms, as if you were teaching them to someone with no knowledge of the subject.

The technique is based on the idea that if you can't explain something simply, you don't truly understand it.

HOW IT WORKS

Choose a topic and try to explain it clearly and simply. Identify any parts you struggled to explain or didn't fully understand. Revisit the material to clarify, then repeat the process until you can explain it confidently.

WHEN TO USE IT

This technique is ideal for revision, practise, and knowledge building. It's especially useful for understanding complex concepts in subjects like science, maths, or humanities where deeper comprehension is needed.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You learn well through verbal processing and explanation
- You think you understand a topic but want to verify your comprehension
- You're naturally inclined to teach others
- You require deep understanding rather than rote memorisation

Active reading

Active reading is a deliberate approach to reading that involves interacting with, questioning, and analysing the material while you read, instead of leaving questions and notes until after you've finished.

Unlike passive reading where you simply move your eyes across words, active reading involves conscious strategies to improve understanding and retention while you read.

HOW IT WORKS

Before reading, preview the material by scanning headings, introductions, and conclusions to build an idea of what's coming. While reading, highlight key points, write questions, make connections to other ideas, and note areas of confusion as you go.

WHEN TO USE IT

Active reading is primarily used for the preparation and knowledge building stages of study. It's most useful when reading long texts, research papers, or complex material where deep understanding is more important than reading speed.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You learn better through interaction and participation
- You struggle to stay focused while reading long texts
- You need help understanding unfamiliar or complex concepts
- You enjoy analysing and questioning ideas

SQ3R

SQ3R stands for "Survey, Question, Read, Recite, Review". It's a more structured, step-by-step version of active reading designed to boost your comprehension and retention.

This technique is useful when you have limited time to review material later, as the engagement process during initial reading creates stronger memory traces than passive reading.

HOW IT WORKS

When reading new information, **survey** the text for key ideas, create **questions** from headings, **read** actively to find the answers, **recite** key points from memory, and **review** regularly to reinforce learning.

WHEN TO USE IT

SQ3R is best suited for the preparation and knowledge building stages of study. Use it when working through textbooks, articles, or dense reading material to deepen your understanding and make study time more effective.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You prefer step-by-step processes when learning
- You want to retain more from your reading
- You find it hard to focus when reading large chunks of text
- You can invest more time upfront to save time down the track

Cornell method

The Cornell method is a structured note-taking system that helps you organise information clearly and encourages active review.

It's designed to help you capture key information, highlight important points, and reflect on what you've learned.

HOW IT WORKS

Divide your page into three sections: a narrow left-hand column, a wider right-hand section, and a bottom section. During class or research, take detailed notes in the right-hand section. After, fill in the left-hand column with keywords, questions, or brief phrases, and write a brief summary in the bottom section.

WHEN TO USE IT

The Cornell method is ideal for preparation, knowledge building, and revision. Use it during classes or lectures, when researching assignments or projects, or when studying complex topics. It works best when taking physical notes on paper, but can be done digitally if you prefer.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You like structure and clear categorisation of information
- You struggle with traditional note-taking methods
- You want multiple ways of engaging with the same material
- You prefer the physical act of writing

Mind mapping

Mind mapping is a visual note-taking and brainstorming technique that organises information in a way that makes it easy to see connections between topics.

Instead of writing linear notes, you place the main subject at the centre of a page and branch out to create a visual representation of relationships between ideas.

HOW IT WORKS

Begin with a central concept in the middle of a page, then draw branches to related subtopics, using colours, symbols, and other visual elements to make each connection clear. You can then branch out further from each subtopic if needed.

WHEN TO USE IT

Mind mapping typically works best for preparation, knowledge building, and revision. It's especially helpful for brainstorming ideas for assessment, understanding relationships between topics, or summarising what you've learned across a subject.

THIS TECHNIQUE COULD BE FOR YOU IF...

- You're a visual learner or enjoy incorporating artistic elements into your study
- You become overwhelmed by or struggle to organise traditional linear notes
- You need to see how different pieces of information fit together
- You benefit from seeing the "big picture" before diving into details

Troubleshooting your study

If your study isn't working how you hoped, don't stress! Usually you just need to make small adjustments to get back on track. Here are some common problems and solutions:

PROBLEM	SOLUTION
I study but don't remember anything	Reassess your goals and make sure your study environment is set up well. Try different study techniques to see if they suit you better and can increase effectiveness.
I run out of time and feel behind	Revisit the "Creating Your Study Schedule" section and assess your current schedule for overload, then adjust as needed.
I'm often too tired to concentrate	Prioritise rest and healthy routines, and consider cutting back on other non-essential commitments.
I keep putting things off until the last minute	Break larger projects into smaller, manageable steps. Remove distractions from your study space and use the Pomodoro technique to make long sessions feel less overwhelming.
I'm overwhelmed by how much there is to learn	Use the Eisenhower Matrix to identify the most urgent and important tasks. Break study into smaller daily goals and celebrate small wins to maintain momentum.
I understand in class but forget later	Review your notes within 24 hours of class while the material is still fresh. Practice active learning by testing yourself regularly rather than just re-reading.
I don't know where to start with a new topic	Start with a broad overview of the subject and build out the details one at a time (mind maps are excellent for this). Don't hesitate to ask your teachers for help if you're feeling really stuck.

Remember, the best kind of study is what works well for you. Our guide can help you adjust, but always ask for help from your teachers, family, or another reliable adult if you're really struggling.

Your study toolkit

Organisation tools

Note-taking tools

Productivity tools

Referencing tools

Support tools

We've gathered a collection of helpful, reliable resources and tools to support your study.

Many of these are free, easy to access, and widely used by students. Others may be paid or premium options if you're looking to try something new or more specialised.

You don't need to use everything - just choose what fits your needs and budget.

Organisation tools

Organisational tools are designed to help you plan your time, stay on top of deadlines, and manage your workload.

Whether you're juggling school, work, or multiple subjects, they can give structure to your week and reduce stress. Use them to map out tasks, set reminders, or plan across terms.

TOOL	COST	FORMAT	BENEFITS
Notion	Free, Paid	Digital	• "All-in-one" workspace • Extensive template library • Handy search & organisation features
Trello	Free, Paid	Digital	• Great for visual learners • Simple, intuitive interface • Can use in collaboration with others
Google Calendar	Free	Digital	• Syncs with other Google services • Connects to third-party apps • Multiple views & colour-coding available
MyStudyLife	Free, Paid	Digital	• Purpose-built for students • Comprehensive timetable tracking • Built-in Pomodoro timer
Physical Planner	Paid (one-off)	Physical	• No technology dependencies • Minimises digital distractions • Free-form format & style

Note-taking tools

Good notes are the foundation of strong study. These tools let you capture and organise your learning in ways that work for your brain - whether that's handwritten, visual, linked, or linear.

Many students combine digital tools for organisation and research with physical notebooks for active note-taking during class.

TOOL	COST	FORMAT	BENEFITS
OneNote	Free, Paid	Digital	• Seamlessly links with other Office apps • Handwriting & ink-to-text support • Easy sharing & collaboration capabilities
Obsidian	Free, Paid	Digital	• Extensive plugin ecosystem • Easy to connect ideas across subjects • All files are stored locally
GoodNotes	Paid (one-off)	Digital	• Great handwriting recognition & search • Can import & annotate documents • AI features included
Evernote	Paid (yearly)	Digital	• Advanced search & research capabilities • Template library for various note types • Good for long-term information storage
Physical Notebook	Paid (one-off)	Physical	• No technology dependencies • Minimises digital distractions • Free-form format & style

Referencing tools

Referencing is a skill that becomes more important in senior school, university, and for career-based projects.

These tools help you collect, organise, and correctly cite sources for assignments, saving time and ensuring accuracy. They're especially useful for research-heavy subjects or major projects.

TOOL	COST	FORMAT	BENEFITS
Zotero	Free, Paid	Digital	• Free version allows unlimited references • Open-source and privacy-focused • Great organisational capabilities
EndNote	Paid (one-off)	Digital	• Excellent institutional support • Professional & comprehensive features • Strong integration with Microsoft Word
CiteThisForMe	Free, Paid	Digital	• Simple, user-friendly interface • Quick URL-to-citation conversion • Chrome extension available
BibGuru	Free, Paid	Digital	• Free version allows unlimited references • Fast & accurate citation generation • Clean, distraction-free interface
Referencing Handbook	Paid (one-off)	Physical	• No technology dependencies • University-specific guides often available • One-time cost with permanent access

Support tools

These are extra tools that can make help studying easier, especially if you learn differently or want to boost your skills.

Whether it's perfecting your writing, listening to content out loud, or using flashcards for memorisation, these tools can help you tailor your study to suit your own needs.

TOOL	COST	FORMAT	BENEFITS
Grammarly	Free, Paid	Digital	• Grammar, spelling & style checking • Suggestions to improve tone & clarity • Plagiarism detection with paid version
NaturalReader	Free, Paid	Digital	• Converts on-screen text to speech • Great for dyslexia & visual impairments • Reduces eye strain during study sessions
Quizlet	Free, Paid	Digital	• Create flashcards from notes • Access user-created study sets • Multiple study modes available
Otter.ai	Free, Paid	Digital	• Real-time speech-to-text note-taking • Accessible for students with hearing loss • Generates concept maps & summaries
Physical Notes/Cards	Paid (one-off)	Physical	• No technology dependencies • Great for tactile & visual learners • Fully customisable & flexible

Eisenhower Matrix template

	Urgent	Not urgent
Important	DO THIS AS SOON AS POSSIBLE	DECIDE WHEN TO DO THIS LATER
Not important	DELEGATE THIS TO SOMEONE ELSE	DELETE OR POSTPONE THIS

Cornell notes template

Topic

Date

Cues

Notes

Summary

Study success

Steps to study success

Use these steps to prepare for and make the most out of your studies.

- [ ] Set up a dedicated study space
- [ ] Gather important future dates
- [ ] Plan your own customised study schedule
- [ ] Start building productive study habits
- [ ] Download any programs or guides
- [ ] Try different study techniques & methods
- [ ] Research & utilise any helpful study tools
- [ ] Regularly review your schedule & habits
- [ ] Seek help if needed

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